

**February 14, 2018**  
**Hood River County Transportation District**  
**Board of Directors Meeting**  
**224 Wasco Loop**  
**Hood River, OR 97031**

**Agenda**

- |         |    |  |
|---------|----|--|
| 9:00am  | 1. | Call Meeting to Order  |
| 9:03am  | 2. | Approval of January 10, 2018 meeting minutes   |
| 9:10am  | 3. | Grayline/CAT Trolley Proposal for Weekends/Summer <ul style="list-style-type: none"><li>• Dave Duncan, Grayline presenting</li></ul>   |
| 9:30am  | 4. | Directors Report <ul style="list-style-type: none"><li>• Staffing Update</li><li>• Ecolane Training</li><li>• Ridership</li><li>• Review of Bills Paid</li></ul>   |
| 9:40am  | 5. | Old Business <ul style="list-style-type: none"><li>• Financial Overview</li><li>• FLAP Grant</li></ul>   |
| 9:50am  | 6. | New Business <ul style="list-style-type: none"><li>• Budget Committee &amp; Timeline</li><li>• Budget Issues – Pre-committee Discussion<ul style="list-style-type: none"><li>○ Reserve Funds</li><li>○ Reorganization/Staffing</li></ul></li></ul> |
| 10:00am | 7. | Public Comment   |
| 10:05am | 8. | Executive Session ORS 192.660(d) – Labor Negotiations – Review and Input from Board on Counter proposal  |
| 10:45am | 9. | Board Meeting Adjourned  |



Hood River County Transportation District  
dba Columbia Area Transit  
224 Wasco Loop  
Hood River, Oregon 97031

Minutes of the January 10, 2018  
Board of Directors Meeting

Members Present: Jake Bolland, Marbe Cook, Leanne Hogie, Theresa North, Leticia Valle

Staff Present: Patty Fink, Deanna Bisbee

Guests Present: none

Theresa opened the meeting at 9:01 am.

Approval of Minutes:

December 13, 2017 correct the spelling of Theresa North's name. Leanne moved, Marbe seconded to approve the minutes of December 13, 2017. Motion carried unanimously.

January 3, 2018- Marbe moved, Leanne seconded to approve the minutes of January 3, 2018. Motion carried unanimously.

Director's Report:

Century Link- We are finally connected with Century Link for internet service and wifi.

Staff Meeting- Patty gave an invite to Board Members to attend an all staff meeting this evening, Wednesday, January 10, 2018 at 5:30 pm.

Quickbooks Transition- The Quickbooks transition has not been as smooth as anticipated and we are consulting with a Quickbooks expert to ensure payroll and accounts payable run correctly. If Payroll is not successful we expect to transition back to the Desktop version.

Internet Service/Website Maintenance- Our website is up and running and Patty is making updates for various items including weather related transit updates.

Staffing Update- Ron Nails is on a leave of absence and Virginia Kirby will be leaving by February 1, 2018 and Jaime Murray will be out on medical leave by January 26, 2018. We have received

about 25 applicants for the Dispatcher and Social Media/Dispatcher positions and expect to have those spots filled before the end of January. We are receiving applicants for the Field Supervisor position as well.

Ride Connection Contract- We are starting a demo next week with Ride Connection to help provide connections in Portland from our connection at Gateway on to OHSU. We will be billed only when trips are provided by Ride Connection. The amount would not exceed \$500 over a three-month period. The additional trip would be at no cost to the passenger.

Patty has sent out RFP's for a contracted management staff person for two or three months to add temporary operations management support. Jake moved, Leanne seconded to allocate a portion of the \$30,000 for contracting an Operations Management support person. Motion carried unanimously.

Ecolane Training- The Link has decided to withdraw from the Ecolane training. Leti moved, Leanne seconded to approve the additional \$3000 for Ecolane training in Hood River.

Phone book advertising- The general consensus of the Board was to discontinue extra advertising in the local telephone books and to continue with just the line item listing.

Update on City Council on January 8, 2018 Meeting- There was considerable interest in the proposed routes. There seemed to be no negative feedback from HRCTD moving and anticipated rollout from spring to fall for Fixed Route service expansion.

Update on Port of Hood River January 9, 2018 Meeting- There seemed to be more questions from the Port of Hood River on stops and bus stop shelters, etc. There was general support for the proposed Fixed Route expansion.

Patty plans to submit grant application for 5310 State funds for an increase in Dial-a-Ride service. Next will be grant application processes for bus and infrastructure grant \$250,000 at 80/20% match rate. The general consensus of the Board was to move forward with the 5310 grant application for operating funds.

#### Cash Disbursements:

moved, seconded to approve the bills as paid. Motion carried unanimously.

#### Old Business

The Board moved into Executive Session according to ORS 192.660 to discuss personnel issues at 10:14 am.

Other Business:

Ops Manager's Leave of Absence:

A couple of the Board Members asked the Director to clarify the length of the Ops Manager's paid leave of absence. The Director noted that she had not yet talked to Spencer at SDAO, but that she would have a clearer picture regarding the length of the absence after she had that discussion with him.

The Board indicated that they would like to be kept informed of the process and resolve this issue sooner rather than later.

Public Comment:

No members of the Public were in attendance.

With no further business the meeting adjourned at 11:13 am. Motion carried unanimously.



# Gray Line Oregon

610 SW Broadway, #305

Portland, Oregon 97205

Operators of the Portland Hop-On Hop-Off Pink Trolley and Other Tours

## *Introduction - Gray Line of Oregon - 2018*

Road & Rail Travel, dba Gray Line of Oregon, has been operating tours in the Portland area since 2011. We operate scheduled sightseeing tours seven days a week from the end of May through mid-October and on weekends from early April through mid-November. Our Pink Trolley Sightseeing Hop-on Hop-off Trolley Tour has operated since 2011 and features 8 to 12 departures daily using 2-3 trolleys with over 1,200 departures per season. We also operate daily motor coach tours through the Columbia River Gorge and full day sightseeing tours featuring Oregon Gardens, Silver Falls and the Willamette Valley. Gray Line has provided a Christmas time shuttle trolley service in Hood River for the Mt. Hood Railroad for 3 years using a pool of local drivers that remain in our active driver pool. In addition, we operate vehicles in charter service year around.

All of our drivers have CDLs and are road tested with classroom training on an annual basis. Our driver retention has been 100% for the last 3 years and we have an excellent safety record. Our fleet of 11 vehicles includes some trolleys and minibuses that are A.D.A. compliant. Gray Line has a manager/dispatcher on duty seven days a week that can provide the necessary administrative functions on weekends.

## *Proposal*

Gray Line Oregon can offer the following services to Columbia Area Transit in 2018/19

1. Downtown Area Trolley – Using one of our 32 passenger ADA wheelchair lift equipped trolleys we can provide a downtown circular shuttle that will service the downtown and the Heights for eighteen weekends this summer. The proposed service would operate as follows:
  - A. On Saturdays and Sundays, May 19 to September 16, 2018.
  - B. On Saturdays the trolley would operate from 10 am to 8 pm and on Sundays 10 am to 5 pm.
  - C. The trolley would operate on a one hour loop schedule beginning at 10 am.
  - D. Given the eighteen week trial period the trolley would be painted pink (as are the balance of our trolley fleet), but will be decaled with the appropriate name so visitors can recognize it.
2. Weekend Heights Shuttle –
  - A. During the eighteen weeks the trolley operates the Heights Shuttle would be added to the route as an extension of the Downtown loop. The trolley would service the Heights on an every other hour basis resulting in 4 or 5 trips per day.
  - B. On the 34 weekends the trolley does not operate on its Heights inclusive circular route we would propose to operate a Minibus on a shuttle from the Heights to Downtown. The proposed service would operate as follows:
    - a. On Saturdays and Sundays, September 22, 2018 to June 30, 2019.
    - b. On Saturdays and Sundays the bus would operate on an every other hour schedule resulting in 4 to 5 trips per day.

The cost of the above two services for the year is to be negotiated but could be within the suggested budget.





# Memo

**To:** All Staff  
**From:** Patty Fink, Executive Director CAT  
**Date:** February 13, 2018  
**Re:** Ops Manager

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This is a quick note to let you know that Ron Nails no longer works here. We appreciate his three years of service to CAT and wish him well. We will be posting the Operations Manager position within the next week.

As you know, our consultant Drew Parker & I have taken on Ron's duties during his leave of absence. This will continue until the Operations Manager position has been filled. I expect the hiring process to take between 4-6 weeks.

If you have any questions or concerns about the transition, please come talk with me.



	Old Service		New Service	
	16-Dec	17-Jan	17-Dec	18-Jan
<b>Total Ridership</b>	1,965	1,715	1,855	2,006
DAR	1,690	1,513	1,523	1,696
The Dalles FR	153	136	188	134
Portland FR	122	66	80	101
Upper Valley	0	0	41	42
Cascade Locks	0	0	23	33



## Hood River County Transportation District

P.O. Box 1147  
Hood River, OR 97031

### Cash Disbursements 02.14.2018

Check #	Date	Payee	Purpose	Amount
19640	01.18.18	City of Hood River	Utilities	572.87
19641	01.18.18	Hood River Garbage	Utilities	21.30
19642	01.18.18	Bi-Coastal	Advertising	215.00
19643	01.18.18	Bunting's Exhaust	Veh Maint	35.00
19644	01.18.18	Expertec	Veh Maint	136.00
19645	01.18.18	Hood River County	Fuel	6301.45
19646	01.18.18	Jarrard, Seibert, Pollard & C	Audit	600.00
19647	01.18.18	Julie Stephens Consulting	Legal Counsel/Admin Supp	10000.00
19648	01.18.18	Les Schwab	Tires	3188.42
19649	01.18.18	Sprint	Telephone	335.73
19650	01.15.18	OR Dept of Revenue	State Emp Tax	2.64
19651	01.15.18	IRS eRemit	Fed Emp Tax	12.19
19652	01.15.18	IRS eRemit	Fed Emp Tax	4424.47
19739-52	01.16.18	Payroll	Payroll	14383.97
19753	01.16.18	Ore Dept of Rev	State Emp Tax	1058.34
19754	01.16.18	Bryce Frazell	Advertising	133.10
19755	01.16.18	ClearWater Construction	Building Maintenance	600.00
19756	01.16.18	Dept of Administrative Svc's	Fees, Admin	380.09
19757	01.16.18	Marlin Business Bank	Printing/Copying	222.18
19758	01.16.18	Oregon State Police	Licenses and Fees	40.00
19759	01.16.18	Pacific Power	Utilities	947.11
19760	01.16.18	Providence Health & Svc's	DOT Physical/D&A Test	212.00
19761				
19762	01.18.18	MODA	Health/Dental Ins	3160.25
19763	01.18.18	Ore. Dept. of Rev	State Emp Tax	42.02
19764	01.18.18	Ore. Dept. of Rev	State Emp Tax/Qtr Tax	2.30
19765	01.18.18	IRS eRemit	Fed Emp Tax	327.71
19766	02.01.18	Payroll	Payroll	984.25
19767	01.31.18	Jessica Saunders	License & Fees	145.50
19768	01.31.18	DHS Receipting and Trust	Local Contract Match	140.35
19769	01.31.18	Northwest Natural Gas	Utilities	51.03
19770	01.31.18	AT & T Wireless	Telephone	33.44
19771	01.31.18	Payroll Bonus	Payroll Bonus	171.53

19772	01.31.18	<i>IRS eRemit</i>	Fed Emp Tax	266.24
19773	01.31.18	Ore Dept of Rev	State Emp Tax	70.94
19774-88	02.01.18	Payroll	Payroll	14945.07
19789-98	02.01.18	Bonus Payroll	Bonus Payroll	1282.93
19799	02.01.18	<i>IRS eRemit</i>	Fed Emp Tax	4578.01
19800	02.01.18	Ore Dept of Rev	State Emp Tax	1195.52
19801	02.01.18	AIG Valic	Retirement	386.94
19802	02.01.18	Gorgejobs	Legal Counsel/Ops Supp	3705.00
19803	02.01.18	Our Team Accounting	Legal Counsel/QB Supp	828.00
19804	02.01.18	Opportunity Connections	Janitorial	275.00
19805	02.01.18	Hood River Supply	Fees, Admin	4.90
19806	02.01.18	Mountaintop Mechanics	Veh Repair	820.00
19807	02.01.18	Jeff Acciaioli	Staff Training, Mileage	78.29
19808	02.01.18	Lifemap	Life Ins.	163.15
19809	02.01.18	Schetky Northwest	Vehicle Repair	699.95
19810	02.01.18	Will Murray	Bldg/Ofc Maint	1120.00
19811	02.01.18	Napa Auto Parts	Veh Supp/Repair, Shop	398.86
19812	02.01.18	Century Link	Telephone	389.54
19813	02.01.18	void	print error	
19814-5	02.01.18	Payroll	Payroll	501.31
19816	02.05.18	Ogletree, Deakins, Nash, Smo	Legal Counsel	4805.91
19817	02.05.18	Expertec Automotive	Veh Maint	768.57
19818	02.05.18	Hood River Quick Lube	Veh Maint	105.15
19819	02.05.18	J Hammock & Assoc	Advertising	85.00
19820	02.05.18	Ride Connection, Inc	Staff Training	180.00
19821	02.05.18	Spec Dist Insurances Svcs	2018 Liability Ins.	13740.00
19822	02.12.18	<i>IRS eRemit</i>	Fed Emp Tax	45.89
19823	02.12.18	Ore Dept of Rev	State Emp Tax	15.90
19824,5,7	02.12.18	void	misprint	
19826,29	02.12.18	Payroll	Payroll	4657.77
19828	02.12.18	John Maher	Medical Stipend	500.00
19830	02.12.18	<i>IRS eRemit</i>	Fed Emp Tax	1521.41
19831	02.12.18	Ore Dept of Rev	State Emp Tax	421.66
19832	02.12.18	City of Hood River	Utilities	558.17
19833	02.12.18	DHS Receipting and Trust	Contract Transport	1399.66
19834	02.12.18	Virginia Kirby	Mileage	9.92
19835	02.12.18	Columbia Bank Visa	See Note	618.45
19836	02.12.18	Walmart	Shop Supp	20.24
			<b>TOTAL</b>	<u>\$110,043.59</u>

NOTE: Visa- Board Exp, Ofc Supp, Comp Software, Advertising, Staff Training, Bridge Toll, Bldg Mt

**FY 2017-2018 Monthly Revenue & Expenditures  
HOOD RIVER COUNTY TRANSPORTATION DISTRICT**

	BUDGET	Jul	Aug	Sep	Oct	Nov	Dec	Jan
<b>Personal Services - Administration</b>								
Director	\$96,000.00	\$7,284.43	\$4,333.36	\$10,216.67	\$10,216.68	\$4,359.23		
FICA (social security)	\$5,955.00	\$454.73	\$271.77	\$617.94	\$617.94	\$336.15		
Medicare	\$1,395.00	\$106.34	\$63.56	\$144.52	\$144.52	\$78.61		
Worker's Comp/WBF	\$59.00	\$3.09	\$1.40	\$4.71	\$4.05	\$2.53		
Health	\$18,613.00	\$34.00	\$725.24	\$324.35	\$3,740.04	\$2,185.51		
SUTA	\$145.00							
Simple IRA	\$3,661.00	\$141.77	\$130.00	\$130.00	\$130.00	\$130.00		
<b>Total</b>	<b>\$125,828.00</b>	<b>\$8,024.36</b>	<b>\$5,525.33</b>	<b>\$11,438.19</b>	<b>\$14,853.23</b>	<b>\$7,092.03</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Materials and Services - Administration</b>								
Election	\$0.00							
Bank Charges	\$60.00			\$60.75				
Board Expense	\$550.00	\$85.25	\$11.96	\$173.10		\$75.00		\$14.41
Repairs - Office Eq	\$600.00							
Office Supplies	\$1,600.00	\$399.21	\$61.53	\$172.91	\$209.51	\$82.99		\$176.62
Office Equipment	\$3,000.00			\$209.51				
Printing & Copying	\$3,100.00	\$294.23	\$290.18	\$321.95	\$271.70	\$112.21		\$348.55
Postage	\$750.00							
Computer Software	\$1,400.00	\$26.00	\$26.00	\$26.00	\$30.00	\$34.00		\$122.00
Dues & Subscriptions	\$2,000.00		\$600.00		\$1,258.82			\$380.09
Fees, Admin	\$945.00			\$52.06		\$100.00		\$408.81
Telephone	\$5,000.00	\$403.29	\$369.06	\$394.90	\$804.98	\$403.66		\$450.38
Advertising	\$15,000.00	\$1,855.33	\$1,468.97	\$769.20	\$263.00	\$342.91		\$1,876.82
Legal Notices	\$1,200.00	\$135.00	\$96.00			\$60.00		
Training	\$2,250.00		\$75.00	\$150.00	\$75.00			
Travel (Meals & Lodging)	\$1,800.00	\$483.12	\$494.10	\$253.73	\$515.00			\$205.00
Employee Mileage	\$1,200.00			\$680.10	\$324.46			\$211.92
Administrative Contracts	\$10,000.00							
Audit	\$11,000.00		\$1,500.00		\$3,500.00	\$3,000.00		\$600.00
Legal Counsel	\$2,000.00			\$180.00	\$1,860.00			\$10,000.00
Janitorial	\$3,500.00			\$275.00	\$550.00	\$275.00		\$275.00
Fire and Security	\$1,000.00			\$510.00				
Utilities - Administration	\$15,000.00	\$1,256.52	\$1,282.74	\$1,529.63	\$1,467.09	\$802.05		\$1,592.31
FLAP Mt Hood Study	\$115,824.00							
<b>Total</b>	<b>\$198,779.00</b>	<b>\$4,937.95</b>	<b>\$6,275.54</b>	<b>\$5,758.84</b>	<b>\$10,920.05</b>	<b>\$5,597.82</b>	<b>\$0.00</b>	<b>\$16,661.91</b>

\$5,565.86\$	47,959.85\$	00.00\$
00.000.01\$	00.00\$	
11,759.8\$	68,243\$	
02,08\$-	02,080.2\$	
00,538.7\$	00.00\$	
00,905\$	00.69\$	
00,582.1\$	00,519\$	
39,230.2\$	43,798\$	
00.00\$	00.00\$	
00,71.7\$	00,927.1\$	
55,677\$	57,051\$	
09,594\$	07,595\$	
15,986.2\$	97,107.2\$	
00,000.91\$	00.00\$	
00,051\$	00.00\$	
00,021\$	00.00\$	
00,021\$	00.00\$	
05,298\$	05,783\$	
16,053.6\$	60,649\$	
00,000.1\$	00.00\$	
06,973.71\$	01,659.7\$	
9,271.9\$-	9,271.9\$	
5,753.32\$	52,279.93\$	
<b>07,501.92\$</b>	<b>09,073.81\$</b>	<b>00.00\$</b>
58,750.9\$	51,647\$	
31,763\$	28,331\$	
30,803.72\$	26,962.81\$	
02,829\$	03,123.8\$	
87,079.2\$	25,628.1\$	
52,778.01\$	52,228.7\$	
09,760.2\$	07,206\$	
22,667.111\$	32,107.64\$	
30,193.33\$	26,839.81\$	
20,990.81\$	36,917.31\$	
67,907.33\$	15,365.8\$	
<b>Difference</b>	<b>Total</b>	<b>unf</b>

	BUDGET	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Personal Services - Operations</b>												
PT Dispatcher	\$42,300.00	\$1,695.32	\$1,742.16	\$1,833.55	\$1,846.72	\$1,475.76						
Dispatcher	\$31,483.00	\$2,442.94	\$2,666.42	\$2,814.87	\$2,424.01	\$3,068.69						
Operations Manager	\$52,000.00	\$2,166.67	\$4,333.34	\$4,333.34	\$4,333.34	\$3,472.28						
Drivers	\$191,341.00	\$16,036.54	\$15,810.21	\$17,616.29	\$14,925.97	\$15,012.22						
Outside Grounds	\$3,000.00		\$225.60	\$225.60	\$225.60	\$225.60						
FICA (Social Security)	\$18,700.00	\$1,382.06	\$1,519.13	\$1,645.99	\$1,455.73	\$1,819.84						
Medicare	\$4,500.00	\$323.21	\$355.28	\$384.97	\$340.45	\$425.61						
Worker's Comp/WBF	\$9,000.00	\$8,289.59	\$19.46	\$20.70	\$18.17	\$23.38						
Health	\$46,045.00	\$4,273.96	\$2,340.11	\$604.85	\$5,620.27	\$5,897.78						
SUTA	\$526.00	\$29.29	\$26.51	\$27.66	\$24.57	\$25.84						
Simple IRA	\$5,551.00	\$78.63	\$82.16	\$76.28	\$114.16	\$141.92						
<b>Total</b>	<b>\$404,446.00</b>	<b>\$36,718.21</b>	<b>\$29,120.38</b>	<b>\$29,584.10</b>	<b>\$31,328.99</b>	<b>\$31,588.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Materials and Services - Operations</b>												
Fuel	\$60,000.00	\$5,510.52	\$5,078.57	\$5,571.07	\$4,469.91	\$9,558.23		\$6,453.95				
Tires	\$5,000.00		\$1,494.00		\$452.60	\$524.55		\$3,141.61				
Veh- Prev Maint	\$22,000.00	\$1,681.95	\$631.54	\$1,372.60	\$1,987.79	\$1,709.18		\$270.04				
Veh- Acc Repair	\$1,000.00							\$600.00				
Repairs - Buildings	\$10,000.00	\$36.19		\$12.90								
Licenses & Fees	\$1,250.00	\$70.00		\$43.00	\$40.00	\$49.00		\$185.50				
Vehicle Cleaning	\$120.00											
Bridge Tolls	\$120.00											
Repairs, Radio	\$150.00											
Insurance	\$15,000.00											
Cellular Data Plan	\$5,000.00	\$335.51	\$335.52	\$335.52	\$335.52	\$335.66		\$335.73				
Vehicle Supplies	\$1,000.00	\$21.65	\$152.48	\$54.69	\$180.22	\$136.36						
Shop Supplies & Tools	\$600.00		\$43.77	\$48.71				\$57.97				
Driver Med Exams, etc.	\$2,000.00	\$269.00	\$177.00	\$124.00	\$248.00	\$272.00		\$136.00				
Uncategorized	\$0.00											
Training	\$2,900.00	\$186.30	\$30.00	\$66.54	\$60.08	\$377.98		\$146.47				
D & A Testing	\$1,700.00			\$83.00	\$45.00	\$76.00		\$211.00				
Uniforms	\$575.00		\$69.00									
Dispatch Software Minc	\$7,835.00											
Match MCEDD	\$2,000.00	\$2,000.00				\$80.20						
Medical Match	\$9,000.00		\$58.47		\$144.07			\$140.35				
CGE Project Match	\$10,000.00											
<b>Subtotal</b>	<b>\$157,250.00</b>	<b>\$10,111.12</b>	<b>\$8,070.35</b>	<b>\$7,712.03</b>	<b>\$7,963.19</b>	<b>\$13,119.16</b>	<b>\$0.00</b>	<b>\$11,678.62</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>





Multimodal/Vehicle Fund Expense											
P & R/Building Improve	\$0.00										
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Income</b>											
Transfer In General Fund											
Readiness/FlexibleFunds											
ODOT STF/OTN Facility											
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Operating Balance</b>	<b>-\$80,743.00</b>	<b>-\$24,053.68</b>	<b>\$41,125.66</b>	<b>-\$39,237.24</b>	<b>-\$30,068.01</b>	<b>-\$57,397.93</b>	<b>\$0.00</b>	<b>\$17,977.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Cash in Bank - Savings Columbia State</b>											
			<b>10/31/2017</b>		<b>\$9,582.96</b>						
<b>Cash in Trust - Hood River County</b>											
			9/1/2017		\$919,810.45						
<b>Money Market - Bus Savings</b>											
			7/31/2017		\$20,015.44						
<b>Cash in Bank - Operating</b>											
			10/31/2017		\$81,601.91						
		<b>Total</b>			<b>\$1,031,010.76</b>						

**Transition Team**

**Board**  
Theresa  
Mark  
Leanne

**Drivers**  
John M.

**Staff**  
Director  
Ops Manager  
Dispatcher (Mayra)

**Community**  
City Staff  
Community Health Staff

**Marketing**

**Board**  
Marbe  
Teresa  
Leti

**Drivers**  
Elvis

**Staff**  
Director  
Dispatcher (Ty)

**Community**  
Chamber  
Port

**Dates**

**March 2nd**  
**April 6th**  
**May 5th**  
**June 1st**





## BIENNIAL BUDGET – FISCAL YEAR 2018 - 2019 Hood River County Transportation District

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### BUDGET CALENDAR

#### *February 2018*

- ◆ HRCTD Board Meeting Wednesday, February 14, 2018
- ◆ Appointment Fiscal Year 2018-2019 HRCTD Budget Service Officer
- ◆ Approval Fiscal Year 2018-2019 HRCTD Budget Calendar
- ◆ Board Budget Goal Setting Discussion
- ◆ 2<sup>nd</sup> Quarter Financial Review
- ◆ Budget sheets distributed to Department Managers
- ◆ Advertise for Budget Committee member vacancies

#### *March 2018*

- ◆ HRCTD Board Meeting Wednesday, March 14, 2018
- ◆ Appointment Budget Committee members
- ◆ Preliminary Budget discussion
- ◆ Budget Narratives and worksheets due to the Executive Director

#### *April 2018*

- ◆ HRCTD Board Meeting Wednesday, April 11, 2018
- ◆ First and second notices of Budget Committee meeting sent to Hood River News [to be published between 5 and 25 days prior to meeting- April 21 and May 2]

#### *May 2018*

- ◆ Budget Committee meetings are published in Hood River News and on the CAT website.
- ◆ HRCTD Board Meeting Wednesday, May 9, 2018
- ◆ HRCTD Fiscal Year 2018-2019 Budget Committee meeting
- ◆ Executive Director presents the budget message and delivers the Proposed Budget at the first official Budget Committee meeting
  - **Wednesday – May 9, 2018 – 5:30 p.m. – CAT Office, 224 Wasco Loop, Hood River, Oregon (Budget Message Delivered)**
- ◆ Budget Committee discusses, deliberates and approves the budget
- ◆ Budget is updated to reflect any Committee changes.
- ◆ Prepare and publish Notice of Budget Hearing [includes required LB-1 Budget Summary] [to be published between 5 and 25 days prior to meeting- June 6]

#### *June 2018*

- ◆ Budget Committee discusses, deliberates and reviews approved budget from Committee.
- ◆ Budget Committee holds Budget Hearing and adopts Budget, makes appropriations and declares tax rate.

- ◆ Adopt Biennial Budget for Fiscal Years 2018 -2019

*July 2018*

- ◆ Adopted Budget goes into effect July 1<sup>st</sup>.
- ◆ Budget and property tax certification is submitted to County by July 15<sup>th</sup>.